



“How To”
User Guide:
Disbursements

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Access the Disbursements Page

From the Home page, click the **Accounts** button (this is a permission-based page that is visible to users with accounting permissions).

CountySuite™ SHERIFF San Joaquin County Sheriff's Office thalia.pratt | Home

Receiving Contacts **Accounts** Levy Receivables Batch Approval Reports Deputy Admin

Search Text: [] Filter: All Civil Case Files

From the Accounts page click the **Disbursements** button.

CountySuite™ SHERIFF Accounts kelly.mcclymont | Home

Close Deposits Reconcile **Disbursements** Invoices Reports

Location: - All Locations - Account: Non-Civil

Search Criteria

Start Date: [] End Date: [] Search: [] Search Clear

☐ Include Voids and Stale Dates

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Close Supervisor Approval **1** **4** Export Checks

2 Filter Criteria Clear Apply

Account: Escrow Location: All Locations Printed Date: []

3 All Disbursements New

Location	Created Date	Funds Available Date	Printed Date	Mailed Date	Notes	Check Report
All Locations	5/31/2019	5/31/2019	6/18/2019			[]
All Locations	5/24/2019	5/24/2019	5/24/2019			[]
All Locations	5/24/2019	6/7/2019	5/24/2019			[]
All Locations	5/24/2019	6/7/2019	5/24/2019			[]
All Locations	5/15/2019	5/15/2019	5/23/2019			[]
All Locations	4/30/2019	4/30/2019	4/30/2019			[]

1. **Supervisor Approval** – allows supervisors/managers to review all large checks that have been received in the Sheriff Office (this button is permission based).
2. **Filter Criteria** – allows users to search for an existing check run by a specific location (if there is more than one office) or by printed date.
3. **All Disbursements** – allows users to see all of the checks that were generated and if there is check run currently in progress.
4. **Export Checks** – allows users to export a specific check run to a CSV file.

Create a Check Run

From the Disbursement Page, click the **New** button. Note: the New button will not be available if there is already a check run in progress.

The screenshot shows the 'Disbursements' page in CountySuite. At the top, there's a header with the CountySuite logo, 'SHERIFF', and the user 'thalia.pratt | Home'. Below the header, there are buttons for 'Close' and 'Supervisor Approval', and a dropdown for 'Export Checks'. A 'Filter Criteria' section includes dropdowns for 'Account' (set to 'Escrow'), 'Location' (set to 'All Locations'), and a 'Printed Date' field. Below this is a table titled 'All Disbursements' with columns: Location, Created Date, Funds Available Date, Printed Date, Mailed Date, Notes, and Check Report. The table contains six rows of data. A red box highlights the 'New' button in the top right corner of the table area.

Location	Created Date	Funds Available Date	Printed Date	Mailed Date	Notes	Check Report
All Locations	5/31/2019	5/31/2019	6/18/2019			Link
All Locations	5/24/2019	5/24/2019	5/24/2019			Link
All Locations	5/24/2019	6/7/2019	5/24/2019			Link
All Locations	5/24/2019	6/7/2019	5/24/2019			Link
All Locations	5/15/2019	5/15/2019	5/23/2019			Link
All Locations	4/30/2019	4/30/2019	4/30/2019			Link

A pop-up window will appear that allows the user to select the Funds Available Date, Account (should always be Escrow), and Location (if this office has more than one location). Click **OK**.

The screenshot shows a 'Start New Disbursement' pop-up window. It has fields for 'Funds Available Date' (set to '06/21/2019'), 'Account' (set to 'Escrow'), and 'Location' (set to 'All Locations'). There are 'Cancel' and 'OK' buttons at the bottom right. The 'OK' button is highlighted with a red box.

After clicking OK, the user will be directed to the Disbursement Details page.

The screenshot shows the 'Disbursement Details' page. It has a header with the CountySuite logo, 'SHERIFF', and the user 'thalia.pratt | Home'. Below the header, there are buttons for 'Close' and 'Supervisor Approval', and a button for 'Print Check Verification Report'. A 'Details' section has 'Delete' and 'Save' buttons. A 'Pending Receivables' section has a 'Load Pending Deposits' button. A '2 Pending Checks' section has 'Undo All' and 'Print 0 Checks' buttons. A 'Filter' field is set to 'File #'. Below this is a table with columns: Entry Date, File Number, Payee, Category, Amount, Funds Available, DAC, Mod Amount, Overpayment, Last Received Amount, and Last Received Date. The table contains two rows of data.

Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date
5/2/2019	2019392180 (NUR-TEST-1)	John Fortuny III	Keeper Fee	\$140.00	\$140.00					
5/2/2019	2019392181 (NUR-TEST-1)	Cathy Vanni	Keeper Fee	\$280.00	\$280.00					

1. Enter any **Notes** that should be communicated internally – optional.
2. **Supervisor Approval** allows the supervisor/manager to review and approve any large checks that pulled into the current check run (this button is permission based).
3. **Check Verification Report** allows the user to print a report to verify all checks **after** they are created and have been displayed in the Pending Checks section.
4. Users with the appropriate permissions have the ability to **Delete** and **Save** the check run.

5. In the **Pending Receivables** section, click **Load Pending Deposits** to display all deposits that are available based on the Funds Available Date that was selected.

1. By selecting the **Show Blocked Receivables** box, the user will be provided with a list of deposits that are not able to pull into a check run for various reasons.

Entry Date	File Number	Funds Available	Category	Receivable Amount	Remaining Amount	Hold	FC	BK	LM	LC	LI	LT	JE
2/14/2017	2012314076	3/1/2017	Wage Garnishment	\$25.00	\$25.00	✓			\$25.00				
3/1/2017	2012314076	3/16/2017	Wage Garnishment	\$25.00	\$25.00	✓			\$25.00				
3/14/2017	2012314076	3/29/2017	Wage Garnishment	\$25.00	\$25.00	✓			\$25.00				
4/12/2017	2012314076	4/27/2017	Wage Garnishment	\$25.00	\$25.00	✓			\$25.00				

2. To determine the specific reason a deposit is blocked from pulling into the Pending Checks section, hover over the columns where there is a checkmark.

CountySuite™ SHERIFF Disbursement Details thalia.pratt | Home

Close Supervisor Approval Print Check Verification Report

> Details Delete Save

▼ Pending Receivables ☒ Show Blocked Receivables 1 2 3 4 > Create Pending Checks

Filter File #

Entry Date	File Number	Funds Available	Category	Receivable Amount	Remaining Amount	Hold	FC	BK	LM	LC	LI	LT	JE
2/14/2017	2012314076	3/1/2017	Wage Garnishment	\$25.00	\$25.00	☒	☐	☐	\$25.00	☐	☐	☐	☐

On Hold

- The Filter field allows the user to search for a specific file # in the list of checks, by typing either the full file # or the shortened version (for example, 19-64 instead of 2019390764).

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Close Supervisor Approval Print Check Verification Report

> Details Save

▼ Pending Receivables ☐ Show Blocked Receivables Create Pending Checks

Filter 2019390764 Clear

Entry Date	File Number	Funds Available	Category	Receivable Amount	Remaining Amount	Hold	FC	BK	LM	LC	LI	LT	JE
3/11/2019	2019390764	3/26/2019	Wage Garnishment	\$313.12	\$313.12	☒	☐	☒	\$0.00	☐	☐	☐	☐

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Close Supervisor Approval 9 Print Check Verification Report

> Details Save

▼ Pending Receivables ☐ Show Blocked Receivables 1 2 3 6 Create Pending Checks

Filter File #

Entry Date	File Number	Funds Available	Category	Receivable Amount	Remaining Amount	Hold	FC	BK	LM	LC	LI	LT	JE
4/17/2019	2011305949	5/2/2019	Wage Garnishment	\$25.00	\$25.00	☐	☐	☐	\$25.00	☐	☐	☐	☐

7 ▼ 30 Pending Checks Undo All Print 2 Checks 8

Filter File #

	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		

- Click **Create Pending Checks** to start the check printing process.
- A list of all available checks will show in the **Pending Checks** grid and the total number of checks will show in the header.
- The **Print Checks** button shows the user the number of checks that have been verified and are ready to be printed.

- Click **Print Check Verification Report**. This report will assist the user with verifying all deposits that are being displayed and provide alerts regarding what should be checked.

Check Verification Report Harbor Division					
File Number	Payee/Address	Funds Available	Check Amount	Check Fee	Check Comment
2023100001	John Smith 33 FAKE ROAD FAKEVILLE, CA 92701	\$12.00	\$12.00	\$0.00	Debtor Refund Split Creditor Payment entered on 5/31/2023 - Payee: John Smith
Service is Open. This check has been skipped.					
Previous Checks 5/31/2023	Wage Garnishment	1252632	Paid by: Starbucks, FBO: John Smith -		5/31/2023 \$100.00
File Number	Payee/Address	Funds Available	Check Amount	Check Fee	Check Comment
2023100001	Indiana Jones 50 Fake Address Fakeville, CA 92701	\$76.01	\$76.01	\$0.00	Creditor Payment Auto-inserted creditor payment
Service is Open. This check has been skipped.					
Previous Checks 5/31/2023	Wage Garnishment	1252632	Paid by: Starbucks, FBO: John Smith -		5/31/2023 \$100.00

Remove Checks from a Check Run

The user has three options to remove a check.

- Uncheck the box next to the entry. This will update the Print Check count.

Disbursement Details

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Close

Supervisor Approval

Print Check Verification Report

Details

Save

Pending Receivables

☐ Show Blocked Receivables
 < 1 2 3 Create Pending Checks

30 Pending Checks

Undo All Print 2 Checks

Filter File #

☐	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☒	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		

Disbursement Details

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Close

Supervisor Approval

Print Check Verification Report

Details

Save

Pending Receivables

☐ Show Blocked Receivables
 < 1 2 3 Create Pending Checks

30 Pending Checks

Undo All Print 1 Check

Filter File #

☐	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		

- Click the undo arrow on the far right-hand side to completely remove the entry from the Pending Checks grid and move it back up to Pending Receivables.

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Close Supervisor Approval Print Check Verification Report

> Details Save

> Pending Receivables ☐ Show Blocked Receivables < 1 2 3 Create Pending Checks

▼ 30 Pending Checks Undo All Print 2 Checks

Filter File #

	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☒	6/21/2019	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00	\$75.00	\$12.00	\$75.00		\$75.00	4/18/2019		Undo

- Use the **Skip Checks** button to enter a specific file number or a range of file numbers to skip.

▼ 8 Pending Checks Skip Checks Undo All Print 4 Checks

Filter File #

	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	3/13/2017	2015003494	County of Stanislaus - TTCCCC	Creditor Payment	\$42.44	\$54.44	\$12.00		\$96.88	\$54.44	9/30/2016		
☐	9/29/2016	2016003793	Hector Camacho	Not Found - Refund	\$5.00	\$5.00							
☐	9/20/2016	2016003823	Gisele Flores	Not Found -	\$5.00	\$5.00							

- A pop-up will allow the user to enter a To and From file number range of checks to skip.

Disbursement Details priscilla

Skip Checks

From 06-12134 To 16-3455

Cancel OK

- If only the From field is filled in, that file # and any files after it will be skipped.

Disbursement Details priscilla

Skip Checks

From 09-4587 To

Cancel OK

- c. Any file can be added back into the check run by checking the box located to the left of the line item.
4. If there is an issue with the whole check run, the **Undo All** button will return all Pending Checks to Pending Receivables status in the grid above. A warning will always appear to verify the user wants to undo all checks.

The screenshot shows the 'Disbursement Details' page in CountySuite Sheriff. A modal dialog box is open in the center, asking 'Are you sure you want to undo all checks?' with 'Cancel' and 'OK' buttons. The background interface includes a top navigation bar with the CountySuite Sheriff logo, a user profile 'katie.brown | Home', and a 'Supervisor Approval' button. Below the navigation bar, there are tabs for 'Details' and 'Pending Receivables'. The 'Pending Receivables' tab is active, showing a section for '2 Pending Checks'. A filter bar is present above a table of pending checks. The table has columns for Entry Date, File Number, Payee, Category, Amount, Funds Available, DAC, Mod Amount, Overpayment, Last Received Amount, and Last Received Date. Two rows of pending checks are visible.

	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	2/1/2018	2017000684	Alexander Castellanos, MD	Notary Fee	\$5.00	\$5.00							
☐	1/19/2018	2018000005	DANA CERBO	Debtor	\$200,999.00	\$200,999.00				\$200,999.00	1/19/2018		

2. **Skip Debtor Assessment Fee** – each Debtor Assessment Fee has a **Skip** button to the right side to allow the user to skip the charge for a Creditor Payment, if needed.

Check Options



Credit Available: \$450.00

File Number: 2025000005

Split Checks

Category	Payee	Amount	
Debtor Assessment Fee	CONTROLLER OF SACRAMENTO COUNTY - MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826	\$15.00	Skip
Creditor Payment ▼	JOHN MILLER (Attorney (Plaintiff)) - 1 MAIN ST, SACRAMENTO, CA 99555 ▼	\$435.00	Split Delete
		\$0.00 remaining	

3. There is also an **Un-Skip** button once the Skip button has been selected.

Split Checks

Category	Payee	Amount	
Debtor Assessment Fee	CONTROLLER OF SACRAMENTO COUNTY - MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826	\$15.00	Un-Skip
Creditor Payment ▼	JOHN MILLER (Attorney (Plaintiff)) - 1 MAIN ST, SACRAMENTO, CA 99555 ▼	\$435.00	Split Delete
		\$15.00 remaining	

4. **Add/Edit Payee or Vendor** – if a contact does not exist in the Payee drop-down for the check that is being cut, or if the name or address is incorrect, click the **Add/Edit Payee** or **Add/Edit Vendor** buttons. This takes the user to the Contact Details page for that specific file and any new contacts or updates to a contact can be made. After the updates have been made, click the **Refresh Payees** button to see the changes in the Check Options pop-up window.

Check Options

Credit Available: \$450.00

File Number: 2025000005

Split Checks

Category	Payee	Amount	
Debtor Assessment Fee	CONTROLLER OF SACRAMENTO COUNTY - MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826	\$15.00	<u>Skip</u>
Creditor Payment ▼	JOHN MILLER (Attorney (Plaintiff)) - 1 MAIN ST, SACRAMENTO, CA 99555 ▼	\$435.00	Split Delete
		\$0.00 remaining	

Add/Edit Payee
Add/Edit Vendor
Refresh Payees

Cancel
OK

5. If a check was split from a credit, the DAC must be manually added using the **Add Dac** button. This button is available on checks that do not already have a DAC associated with them.

Check Options

Credit Available: \$275.00
File Number: 2025000005

Split Checks

Category	Payee	Amount	
Garnishee Refund	Walmart (Employer) - 200 E Market St, Los Angeles, CA 99222	\$200.00	Split Delete
Creditor Payment	James Johnson (Plaintiff) - 22 Elm St., San Diego, CA 99988	\$75.00	Split Delete
		\$0.00 remaining	

Add Dac Add/Edit Payee Add/Edit Vendor Refresh Payees

Cancel OK

- a. The Check Options window will show a red field indicating -\$15.00 remaining.

Check Options

Credit Available: \$275.00
File Number: 2025000005

Split Checks

Category	Payee	Amount	
Debtor Assessment Fee	CONTROLLER OF SACRAMENTO COUNTY - MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826	\$15.00	Skip
Garnishee Refund	Walmart (Employer) - 200 E Market St, Los Angeles, CA 99222	\$200.00	Split Delete
Creditor Payment	James Johnson (Plaintiff) - 22 Elm St., San Diego, CA 99988	\$75.00	Split Delete
		-\$15.00 remaining	

Add Dac Add/Edit Payee Add/Edit Vendor Refresh Payees

Cancel OK

- b. The user should deduct the \$15.00 from the check total and click **OK**.

Check Options

Credit Available: \$275.00
File Number: 2025000005

Split Checks

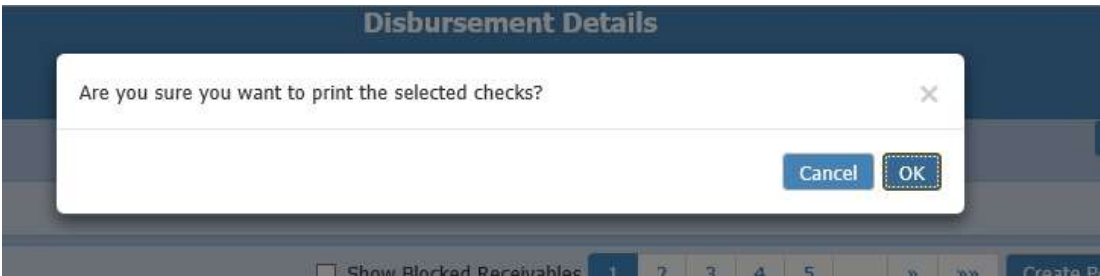
Category	Payee	Amount	
Debtor Assessment Fee	CONTROLLER OF SACRAMENTO COUNTY - MUNICIPAL SERVICES BUILDING, 1401 JOHN F. KENNEDY BOULEVARD, SACRAMENTO, CA 95826	\$15.00	Skip
Garnishee Refund	Walmart (Employer) - 200 E Market St, Los Angeles, CA 99222	\$200.00	Split Delete
Creditor Payment	James Johnson (Plaintiff) - 22 Elm St., San Diego, CA 99988	\$60.00	Split Delete
		\$0.00 remaining	

Add Dac Add/Edit Payee Add/Edit Vendor Refresh Payees

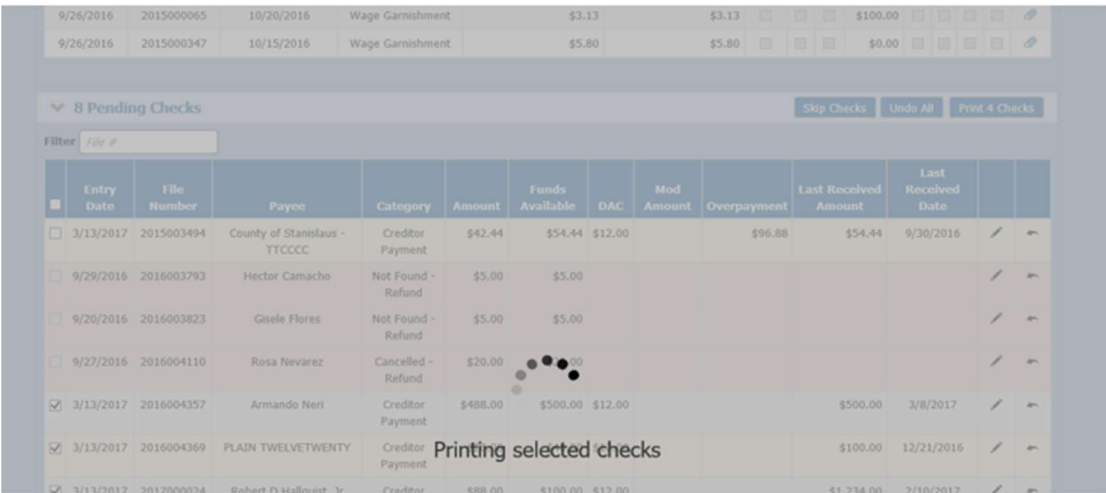
Cancel OK

Print Checks

Once all checks have been verified, click the **Print Checks** button. Note: a warning will pop-up to confirm you meant to start printing checks.

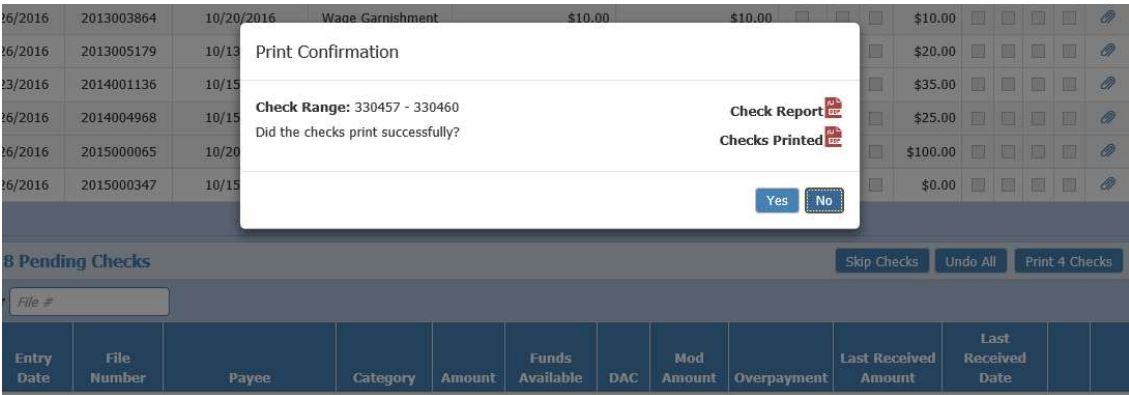


The system begins generating the selected checks and will display a status message until complete.



Two tabs will be opened. One tab is the PDF of the checks and the other tab is the list of “Checks Printed.” If a tab is accidentally closed before printing, go back to the Disbursement Details tab and re-print the reports using the **Check Report** and/or **Checks Printed** links on the Print Confirmation pop-up window. This pop-up will also show the user what check # range is needed in order to print the checks.

If the check run is successful, click **Yes**. If not, click **No** and the user will be returned to the Pending Checks grid.



8 Pending Checks												
Filter File #		Skip Checks		Undo All		Print 4 Checks						
	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date	
☐	3/13/2017	2015003494	County of Stanislaus - TTCCCC	Creditor Payment	\$42.44	\$54.44	\$12.00		\$96.88	\$54.44	9/30/2016	
☐	9/29/2016	2016003793	Hector Camacho	Not Found - Refund	\$5.00	\$5.00						
☐	9/20/2016	2016003823	Gisele Flores	Not Found - Refund	\$5.00	\$5.00						
☐	9/27/2016	2016004110	Rosa Nevarez	Cancelled - Refund	\$20.00	\$20.00						
☒	3/13/2017	2016004357	Armando Neri	Creditor	\$488.00	\$500.00	\$12.00			\$500.00	3/8/2017	

Disbursement Details

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Close

8

1

Export Checks ▾

2

Checks Printed

3

Check Details

4

Edit

Details

Created Date: 5/31/2023

Finalized Date: 6/1/2023

Funds Available: 5/31/2023

Location: Harbor Division

Mailed Date:

Notes

2 Included Checks

6

View Checks

Check Report: 5

	Entry Date	Check No.	File No.	Payee	Category	Amount	7
☐	6/1/2023	2	2023100001 (KEL-0428-EWO)	Indiana Jones	Creditor Payment	\$76.01	
☐	6/1/2023	3	2023100001 (KEL-0428-EWO)	John Smith	Debtor Refund	\$12.00	

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On the main Disbursements page, the latest check run will appear with a **Printed Date** instead of the 'In Progress' status. The **New** button will appear ready for the next check run to be created.

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[Close](#) [Supervisor Approval](#) [Export Checks](#)

Filter Criteria [Clear](#) [Apply](#)

Account: Location: Printed Date:

All Disbursements [New](#)

Location	Created Date	Funds Available Date	Printed Date	Mailed Date	Notes	Check Report
All Locations	6/22/2019	5/6/2019	6/22/2019			Report
All Locations	5/31/2019	5/31/2019	6/18/2019			Report
All Locations	5/24/2019	5/24/2019	5/24/2019			Report

Export Checks – Positive Pay

From the Disbursement Details page, select the **Export Check** dropdown and click **Positive Pay**.

The screenshot shows the 'Disbursement Details' page in CountySuite. The 'Export Checks' dropdown menu is open, and 'Positive Pay (FM)' is selected. The page displays details for a disbursement created on 6/22/2019, finalized on 6/22/2019, with funds available on 5/6/2019. A table titled '28 Included Checks' shows a single check entry for Barbara Smith, a Creditor Payment of \$163.89.

Entry Date	Check No.	File No.	Payee	Category	Amount
6/22/2019	2239655	2019392252 (TP-0523-EWO-WR)	Barbara Smith	Creditor Payment	\$163.89

A CSV file will pop-up at the bottom of the window. The user has the option of saving or opening the file.

The screenshot shows the 'Disbursement Details' page with a list of 28 included checks. A CSV export dialog box is open at the bottom, asking if the user wants to open or save the file '2019-06-25 Checks Paid.csv' (1.62 KB).

Entry Date	Check No.	File No.	Payee	Category	Amount
6/22/2019	2239655	2019392252 (TP-0523-EWO-WR)	Barbara Smith	Creditor Payment	\$163.89
6/22/2019	2239656	2018376462 (39200800199742CLBCSTK)	C B Merchant Services	Creditor Payment	\$251.83
6/22/2019	2239657	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239658	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239659	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239660	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239661	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239662	2017364661 (STKCVLOC20150012084)	Golden State Collections, LLC	Creditor Payment	\$63.00
6/22/2019	2239663	2017364661	Golden State Collections, LLC	Creditor Payment	\$63.00

Send Check Request to Auditors

This process is used to generate a check file that can be sent to Auditors for printing. The process has been automated for certain counties.

Once the **Print Checks** button is clicked, a separate tab will open with the Check Request Report PDF.

Check Request Report							
Cycle #: 103 Check Date: 03/09/2017							
San Luis Obispo							
Check #	File Number	Payee/Address	Check Amount	Check Type	Case Number	Vendor #	Invoice #
31261	2016002492	Action Professionals, Inc. PO Box 2600 Paso Robles, CA 93447-2600	\$998.13	Creditor Payment	16LC0416 Action Professionals, Inc. vs Rhonda Campbell	80015	
31262	2016002305	Adrienne E. Reese, aka Adrienne Lameray 816 Vine St Paso Robles, CA 93446-2849	\$28.48	Debtor Refund	14LCP-0450 Cavalry SPV I, LLC vs Adrienne E. Reese	115783	
31263	2016002389	Commercial Trade, Inc. PO Box 10389 Bakersfield, CA 93389	\$876.13	Creditor Payment	S-1500-CL-291603 Commercial Trade, Inc. vs West Coast Farm and Ranch, et al	81534	

Back on the main Disbursement page, a Print Confirmation box will pop-up.

26/2016	2013003864	10/20/2016	Wage Garnishment	\$10.00	\$10.00				\$10.00				
26/2016	2013005179	10/13/2016							\$20.00				
23/2016	2014001136	10/15/2016							\$35.00				
26/2016	2014004968	10/15/2016							\$25.00				
26/2016	2015000065	10/20/2016							\$100.00				
26/2016	2015000347	10/15/2016							\$0.00				

Print Confirmation

Check Range: 330457 - 330460

Did the checks print successfully?

Check Report

Checks Printed

Yes No

8 Pending Checks

Skip Checks Undo All Print 4 Checks

File #

Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date
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From here the user can click the **Checks Printed** PDF icon to generate the Checks Printed list.

ORANGE COUNTY SHERIFF'S DEPARTMENT

Don Barnes
 Sheriff-Coroner

Checks Printed
For Location: Harbor Division

Cycle # 6

Check Date	Check #	Case Number / (File Number)	Payee	Category	Memo	Amount
5/31/2023	2	KEL-0428-EWO (2023100001)	Indiana Jones	Creditor Payment	Auto-inserted creditor payment	\$76.01
5/31/2023	3	KEL-0428-EWO (2023100001)	John Smith	Debtor Refund	Split Creditor Payment entered on 5/31/2023 - Payee: John Smith	\$12.00

Voided Outside of Date Range: \$0.00

Total Checks Written: \$88.01
 Voided Within Date Range: \$0.00
Total: \$88.01

PAYMENT ORDERED BY THE SHERIFF-CORONER

To finalize the check run click the **Yes** button.

Print Confirmation

Check Range: 330457 - 330460

Did the checks print successfully?

Check Report
 Checks Printed

Yes
No

On the Disbursement Details page the Check Request Report can be re-printed by clicking the **Check Report** PDF icon. Click the **Checks Printed** button in the top right hand corner to re-print the Checks Printed list.

CountySuite™ SHERIFF

Disbursement Details

thalia.pratt | Home

Export Checks ▾
Checks Printed
Check Details

Details

Created Date: 6/22/2019

Finalized Date: 6/22/2019

Funds Available: 5/6/2019

Mailed Date:

Notes

Edit

28 Included Checks

Check Report:

Void Checks

	Entry Date	Check No.	File No.	Payee	Category	Amount
☐	6/22/2019	2239655	2019392252 (TP-0523-EWO-WR)	Barbara Smith	Creditor Payment	\$163.89

Delete a Check Run In Progress

A delete button will show as long as nothing exists in the Pending Checks grid. This allows the user to completely delete a check run if it was begun in error. Only users with certain permissions will be able to see and use the delete button.

The screenshot shows the 'CountySuite SHERIFF' interface for 'Disbursement Details'. The user 'thalia.pratt' is logged in. The 'Details' section shows 'Created Date: 6/21/2019', 'Funds Available: 6/21/2019', and 'Location: All Locations'. A 'Notes' text area is present. The 'Pending Receivables' section has a 'Load Pending Deposits' button. The '2 Pending Checks' section has an 'Undo All' button and a 'Print 0 Checks' button. The 'Delete' button is visible in the top right corner of the 'Details' section.

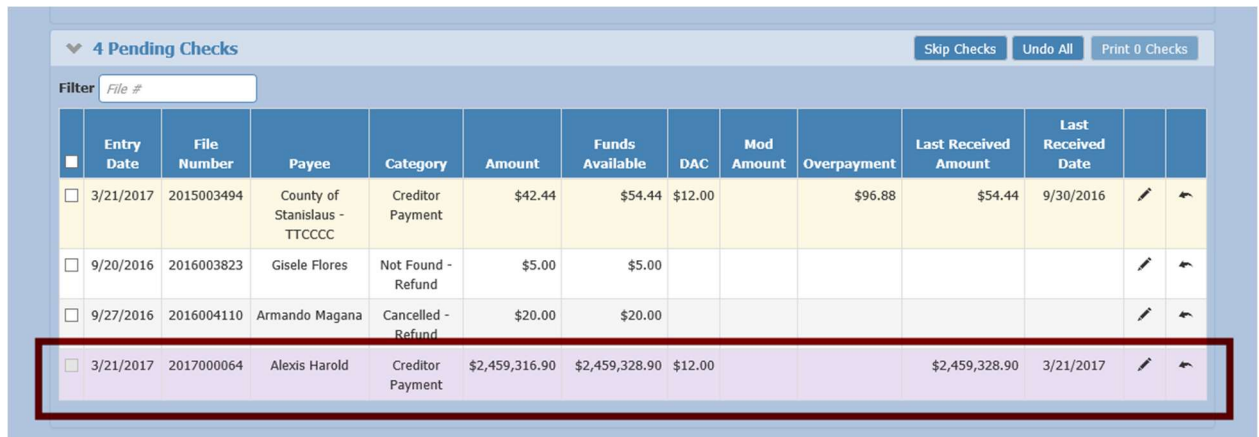
Entry Date	File Number	Funds Available	Category	Receivable Amount	Remaining Amount	Hold	FC	BK	LM	LC	LI	LT	JE
5/2/2019	2019392180 (NJR-TEST-1)		John Fortuny III Keeper Fee	\$140.00	\$140.00								
5/2/2019	2019392181 (NJR-TEST-1)		Cathy Vanni Keeper Fee	\$280.00	\$280.00								

If checks are already in the Pending Checks grid, use the **Undo All** button to move them to the Pending Receivables grid. Then the **Delete** button will be available, allowing the user to delete the check run.

This screenshot is identical to the one above, but with a red box around the 'Undo All' button in the '2 Pending Checks' section. A red arrow points from this box to the 'Delete' button in the 'Details' section, illustrating the sequence of actions required to delete a check run when checks are present in the Pending Checks grid.

Supervisor Approvals

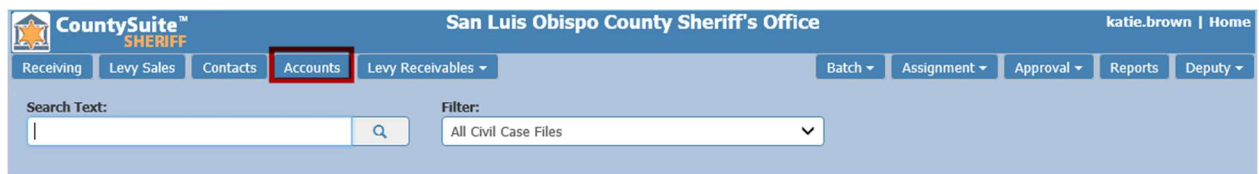
During a check run, if a check amount is above the approval limit, the entry line will show in purple on the Disbursement Details page. The user will not be able to select the check to print.



	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	3/21/2017	2015003494	County of Stanislaus - TTCCCC	Creditor Payment	\$42.44	\$54.44	\$12.00		\$96.88	\$54.44	9/30/2016		
☐	9/20/2016	2016003823	Gisele Flores	Not Found - Refund	\$5.00	\$5.00							
☐	9/27/2016	2016004110	Armando Magana	Cancelled - Refund	\$20.00	\$20.00							
☐	3/21/2017	2017000064	Alexis Harold	Creditor Payment	\$2,459,316.90	\$2,459,328.90	\$12.00			\$2,459,328.90	3/21/2017		

The file(s) will show on the **Supervisor Approval** page for users with Supervisor Approval permissions to view and approve checks.

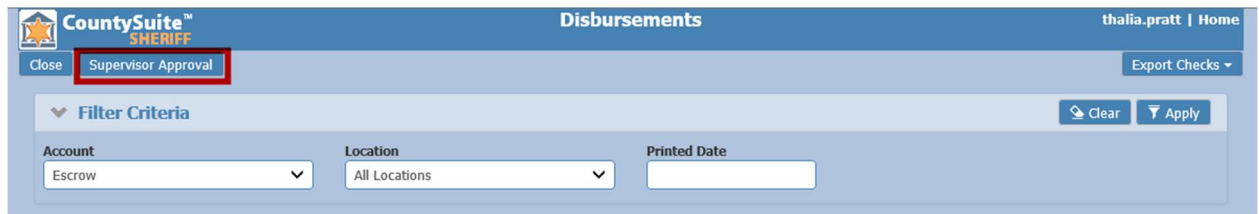
1. From the Home page, click the **Accounts** button.



2. Click the **Disbursements** button.



3. Click the **Supervisor Approval** button.



4. There are two options to approve checks.

- a. The list of files above the approval limit will show and can be approved individually by clicking the check mark to the far right of the entry line.
- b. All checks can be approved at once by clicking the **Approve All** button.

CountySuite™ SHERIFF

Approve Checks for Printing

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Close

▼ Approve Checks

Approve All

Entry Date	File Number	Payee	Category	Amount	
6/25/2019	2019392238	PNC BANK	Creditor Payment	\$24,988.75	✓

Once approved, the check will show as available on the Disbursement Details page where it can be selected and included in the check run.

▼ 3 Pending Checks

Undo All Print 1 Check

Filter File #

	Entry Date	File Number	Payee	Category	Amount	Funds Available	DAC	Mod Amount	Overpayment	Last Received Amount	Last Received Date		
☐	5/2/2019	2019392180 (NJR-TEST-1)	John Fortuny III	Keeper Fee	\$140.00	\$140.00							
☐	5/2/2019	2019392181 (NJR-TEST-1)	Cathy Vanni	Keeper Fee	\$280.00	\$280.00							
☒	6/25/2019	2019392238 (TP-0520-TILTAP)	PNC BANK	Creditor Payment	\$24,988.75	\$25,000.75	\$12.00		\$24,395.40	\$25,000.75	6/25/2019		